San José State University
Clinical Laboratory Scientist Training Program
Application Instructions

Application to the San José State University CLS Training Program entails three separate applications, all requiring official transcripts (SJSU CLS Training Program / State of California CLS Trainee License / Cal State Apply for admission to SJSU following acceptance).

Apply to the San José State University Clinical Laboratory Scientist Training Program

Step 1:
Ensure you meet our prerequisite requirements. We will not accept candidates who have not completed all prerequisite coursework and/or have not been awarded a bachelor’s degree by the application deadline. We expect candidates to submit a compelling application and exhibit well-developed professional behavior including professional communication and interpersonal skills. Candidates should exhibit a strong grasp of key concepts that are essential for success in our rigorous program. This would be exhibited with A or B grades in Hematology, Immunology and Medical Microbiology and the associated labs for Hematology and Medical Microbiology.

Step 2:
Complete and submit the SJSU CLS Training Program application along with $100 application fee to the address provided. Check must be made payable to San José State University Research Foundation.

Please print on one side only and do not staple.

Clinical Laboratory Scientist Training Program
Department of Biological Sciences
San José State University
One Washington Square
San José, CA 95192-0100
ATTN: Michael Bowling

Step 3:
Request that three letters of recommendation be submitted directly to the Department of Biological Sciences (address above is also printed on recommendation form). Please print on one side only and do not staple.

We accept letters of recommendation directly from the recommender via email sent to cls-group@sjsu.edu. If you are requesting your recommendations
electronically, ensure that we receive one copy of the signed waiver (top of page 1 of recommendation) along with your application. Recommendation letters must be received by the application deadline.

We require a total of three recommendations as follows (recommendations from friends and family are not acceptable):

1. A recommendation from faculty who is familiar with your most recent academic performance, particularly in life sciences.

2. A recommendation from an individual who is aware of your performance as an employee (either paid or volunteer).

3. An additional recommendation from either faculty or someone who is in a supervisory or managerial position over you.

Step 4:
Request the registrar of each college or university you have attended to send one copy of your official transcript(s) directly to the CLS Training Program at the address listed above. **We do not accept electronic transcripts They must be paper copy mailed to the address listed above.**

Courses recorded on one transcript as transfer credit from another institution are not considered official documentation of that coursework. **Official transcripts must be sent from each institution of higher education you have attended to document all prerequisites and bachelor’s degree.**

All grades for prerequisite coursework must be documented by the application deadline. For courses that are recently completed but not yet posted to official transcripts, send unofficial transcripts to cls-group@sjsu.edu via email attachment as soon as grades are available and follow up with official transcripts as soon as possible. If bachelor’s degree has not yet posted to your transcripts, you must provide documentation from your university that it has been earned and the date it will be awarded.

Step 5:
All foreign-educated applicants must provide a course-by-course transcript evaluation of their prerequisite coursework.

Per State of California requirements, we will only accept education transcript evaluations completed by current members of the National Association of Credential Evaluation Services (NACES), and endorsed members of the Association of International Credential Evaluators, Inc. (AICE) (or AACRAO if evaluation was completed before August 15, 2016). Please use the links below to view the current members of NACES and endorsed members of AICE (AACRAO is no longer providing evaluations):

http://www.naces.org/members.html
All foreign-educated applicants must have completed 12 semester units of upper-division science course work at a United States university before applying to the program and must have the legal right to work in the United States.

Step 6:
After application review, qualifying applicants will be invited to be interviewed by representatives of the participating clinical sites. Candidates invited to interview are also required to complete an essay (topic to be assigned) on the day of the interview. Interview dates will be supplied to candidates invited to interview (generally held in March and September).

Candidates that are interviewed will be scored and ranked. The CLS Training Program will follow the protocols outlined in our Interview and Matching Process PDF located at the bottom of this page.

Apply for a Clinical Laboratory Scientist Trainee License

Every student must obtain a Clinical Laboratory Scientist Trainee License from the State of California Department of Public Health, Laboratory Field Services (LFS). It is desirable to have it approved at least one month prior to the beginning of training. Once approved, it will need to be renewed as appropriate to keep it in effect throughout the training year.

Step 1:
Ensure you are ready to apply. LFS will deny your application unless:

- You have completed all prerequisite coursework and you supply them with official transcripts with grades posted for ALL prerequisites
- You have had a bachelor’s degree conferred and you supply them with official transcripts documenting that degree.
- You provide them with the required course-by-course evaluation of any foreign prerequisite coursework or degrees awarded done by one of the accepted evaluation services listed (see Step 5 under Apply to SJSU CLS Training Program above).

Step 2:
Fill out application for a California CLS Trainee License from Laboratory Field Services (LFS) on their website at:

https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/CLS-Trainee.aspx

You will be applying for the generalist Clinical Laboratory Scientist Trainee License. LFS provides information on their website to assist you with their application process. Any questions with that application process can be directed to LFSclstrainee@cdph.ca.gov
Apply for admission to San José State University

Step 1:
Candidates that are matched with a clinical site for training will be required to apply through CSU Apply for admission to San José State University and must meet San José State University’s acceptance requirements. They will be given instructions on how to apply after their training positions have been confirmed. **Do not begin this application until you are instructed to do so** as these applications are by invitation only.

Step 2:
The CSU admissions application will require an additional set of transcripts (and transcript evaluation if submitting foreign transcripts—see Step 5 under *Apply to SJSU CLS Training Program* above).

Step 3:
After admissions is completed, trainees will be given information on how to enroll in the CLS Training Program’s courses.